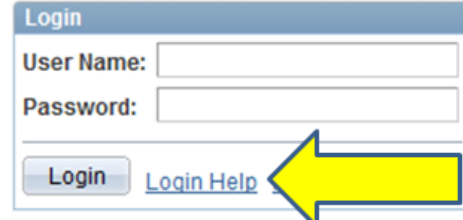




Step	Action																		
1.	Login to your VTHR account. (Go to http://humanresources.vermont.gov/careers , then choose the links pictured below.)	<div><div>Job Seekers</div><div><div>JOB SEEKERS</div><div>SEARCH JOBS & APPLY ONLINE</div><div></div></div></div> <div><h3>Careers</h3><p>Enter your user name and password to login. If you have not yet registered, Register Here.</p><div><div><div>Basic Job Search</div><div>Keywords: <input type="text"/></div><div>Posted: <div>Anytime</div></div><div><div>Search</div><div>Advanced Search</div><div>Search Tips</div></div></div><div><div>Login</div><div>User Name: <input type="text"/></div><div>Password: <input type="password"/></div><div><div>Login</div><div>Login Help</div><div>Register Now</div></div></div></div></div>																	
2.	Click on the Job Offer under the Notification Information box. If you do not find the offer in the Notifications section, you may have more than one active Applicant accounts. See Step 6 on page 2 of this Guide.	<div><div>Notification Information</div><div><div>First Previous Next Last</div><div><div>Notifications</div><table><tr><th>Select</th><th>From</th><th>Subject</th><th>Received</th></tr><tr><td><input type="checkbox"/></td><td>Recruiting Team</td><td>Job Offer</td><td>07/29/2013 11:42AM</td></tr></table><div><div>Select All</div><div>Deselect All</div><div>Delete</div></div></div></div></div> <div><div>Job Posting Information</div><div><div>First Previous Next Last</div><div><div>Attachments</div><div><div>Job Offer Documents</div><div>Related Links</div><div>Notes</div></div><table><tr><th>Document Description</th><th>Attached File</th><th>View</th></tr><tr><td>Offer Letter</td><td>2013-07-29-11.36.15.0000001227HRS_OFF_LET.rtf</td><td></td></tr><tr><td>Offer Letter</td><td>2013-07-29-11.42.22.0000001228bartlett_josh.doc</td><td></td></tr></table></div></div></div>	Select	From	Subject	Received	<input type="checkbox"/>	Recruiting Team	Job Offer	07/29/2013 11:42AM	Document Description	Attached File	View	Offer Letter	2013-07-29-11.36.15.0000001227HRS_OFF_LET.rtf		Offer Letter	2013-07-29-11.42.22.0000001228bartlett_josh.doc	
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3.	Please review each of the documents carefully before responding to this offer. Any documents marked as Action required must be completed and returned. You may scan the completed forms and upload them, or complete the forms and bring them with you on your first day of work.																		
4.	After reviewing all documents, place a check mark in the “I acknowledge” box, the Accept button will become active.	<div><div>Acknowledgments</div><div><input type="checkbox"/> I acknowledge that I have reviewed and understand the job offer details for the position listed.</div></div> <div><div>Comments</div><div><div></div><div><div>Accept</div><div>Reject</div><div>Save</div></div></div></div>																	
5.	Click the Accept button.																		



Step	Action	
6.	Use the “Login Help” function to find all of your active Applicant accounts, as well as to retrieve a forgotten User Name or reset your Password.	
7.	Enter your email address in the box on the right (labelled “Forgot your User Name?”). You will receive an email with all of the User Names associated with your email address.	<p>Login Help</p> <p>Choose One of These Options</p> <div><p>Forgot your password?</p><p>*Enter your User Name:</p><input type="text"/> <input type="button" value="Get New Password"/> <input type="button" value="Cancel"/></div> <p>OR</p> <div><p>Forgot your User Name?</p><p>*Enter your Email Address:</p><input type="text"/> <input type="button" value="Find User Name"/> <input type="button" value="Cancel"/></div>
8.	If you do not recall the Password used for each User Name, go back to the Login Help function. Enter the applicable User Name in the “Forgot your password?” box and click the “Get New Password” button. You will receive an email with a new temporary password that you can use to login to your account.	<p>Login Help</p> <p>Choose One of These Options</p> <div><p>Forgot your password?</p><p>*Enter your User Name:</p><input type="text"/> <input type="button" value="Get New Password"/> <input type="button" value="Cancel"/></div> <p>OR</p> <div><p>Forgot your User Name?</p><p>*Enter your Email Address:</p><input type="text"/> <input type="button" value="Find User Name"/> <input type="button" value="Cancel"/></div>